



Administrative Liaison Job Announcement

Share Health Southeast Georgia is seeking an Administrative Liaison to provide support to the Share Health Southeast Georgia Board, Executive Director and staff. The Liaison reports to the Executive Director. This is a part time, contractual position and does not carry benefits. The individual will work as a contracted consultant for Share Health Southeast Georgia. Individual will primarily work from home.

Responsibilities:

1. Check Share Health email account regularly and respond in a timely manner to inquiries from the Board of Directors and the public, and requests for assistance from staff.
2. Pick up the mail at the organization's P.O. Box. Bring items to the attention of the appropriate Board or staff member.
3. Prepare monthly invoice list, check invoices for accuracy, calculate mileage and prepare checks for contractors and vendors in a timely manner. Coordinate signatures on checks and mail. Make deposits of funds received.
4. Oversee Share Health Scholarship Program, including making edits to the application form as directed by the Scholarship Committee, sending the application form to all high school counselors within the Share Health 16-county target area, collecting applications and screening for completeness, serving on the application review committee and organizing scholarship presentations for recipients.
5. Maintain and update all organizational registrations; keep email contacts updated.
6. Attend monthly Coalition meetings in relevant counties and quarterly Board meetings (averages 6-7 meetings per month) including Zoom meeting set up when needed. Record and prepare meeting minutes and forward to the Share Health staff person responsible for that activity for finalization.
7. Coordinate meals and snacks for Coalition and Board meetings with project coordinators and Executive Director.
8. Prepare and organize copies of all documents for meetings. Prepare sign-in sheet. Assure all meeting attendees are listed on copies of meeting minutes.
9. Order promotional materials and supplies for Coalition partners and special events.
10. Maintain donor information and prepare thank you letters for all donations received by the organization.
11. Assist staff with preparation of correspondence, reports and other print materials.
12. Maintain and organize Share Health records, including invoices, contracts, meeting minutes, reports, scholarship applications and results and other relevant documents.

Required Skills and Experience

1. Strong organizational skills.
2. Ability to work independently and handle multiple tasks.
3. Excellent verbal and written communication skills, and ability to engage effectively across multiple and diverse partner organizations.
4. Strong computer skills including experience with Microsoft Office and Adobe. QuickBooks experience helpful.
5. Associate degree in Business Technology or similar field preferred.
6. Prior experience working in a health care setting preferred.

Salary

- \$19/hour at 10-15 hours a week. This is an independent contractor position that does not include benefits.

Application Deadline: November 19, 2021

Email cover letter and resume to info@sharehealthsega.org.

For information about Share Health, visit www.sharehealthsega.org